

WILLMAR FINANCE COMMITTEE/CITY COUNCIL
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

October 12, 2016
4:45 p.m.

The Finance Committee and Full Council of the City of Willmar met on Wednesday, October 12, 2016 in the Council Chambers at the Willmar Municipal Utilities Building. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Denis Anderson, Rick Fagerlie, Ron Christianson, Shawn Mueske and Tim Johnson. Council Member Andrew Plowman was excused from the meeting. Council Member Steve Ahmann arrived later. Present 8, Absent 1.

Also present were Interim City Administrator Mike McGuire, Police Chief Jim Felt, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, and City Clerk Judy Thompson.

Item No. 1 There were no public comments.

Item No. 2 Council Member Anderson made a change to the agenda as Item No. 3 was listed as information and it should be listed as motion.

Finance Director Steve Okins presented the proposed 2017 Capital Improvement Program for the City of Willmar. Council Member Denis Anderson moved to approve the Capital Improvement Program as presented which includes an additional \$200,000 and the reductions of \$1,378,000 the Mayor removed from the Budget consideration. Council Member Fagerlie seconded the motion.

Council Member Steve Ahmann arrived at 4:58 p.m.

Mayor Calvin was asked to explain his criteria for the reductions. He noted that he was given a specific number and related that to the negative impact the items would have and what Council had discussed in the past, along with recommendations from staff.

Council Member Christianson asked about the Civic Center roof project and if the numbers presented were for the completion of the roof or if there would be more funds needed. Mayor Calvin referred to Public Works Director Christensen who stated they are waiting for the final numbers to come in to know if any additional money is needed to complete the project. Any additional funds needed might be available from other projects under budget.

Council Member Christianson requested to pull the Miller Park improvements from the Capital Improvement Program for further discussion.

Council Member Christianson asked for clarification on the North Swanson Building project and if this was included in the local option sales tax. Interim Administrator McGuire stated it was not included in the brief description on the Local Option Sales Tax brochure.

Following discussion, the motion to approve the Capital Improvement Program as presented with the additional \$200,000, the reductions of \$1,378,000, and excluding the Miller Park projects carried.

Discussion was held in regard to the Miller Park projects. Council Member Christianson asked for clarification if the playground is to be replaced or totally removed with just the tennis courts being constructed. Mayor Calvin mentioned the Park Plan includes removing the tennis courts from Rice Park and consolidating where tennis courts are located within the City and that Miller Park was designated as one of

the parks that would have tennis courts in the future. The plan is to remove tennis courts that are defective and construct new ones at Miller Park. The playground equipment would be replaced with current equipment that would meet the safety requirements. By having tennis courts in one area, it would allow the City to host tennis tournaments. Following discussion, Council Member Christianson moved to approve the Miller Park improvements as presented, with Council Member Anderson seconding the motion.

Council Member Nelsen asked that Interim City Administrator McGuire contact Community Ed and Rec Director Brisendine for clarification that the plan also includes replacing the playground equipment at Miller Park.

Following discussion, the motion to approve the pulled item carried.

Mayor Calvin recessed the meeting at 5:30 p.m. and the meeting reconvened at 5:47 p.m.

Council Member Anderson presented the Vehicle Replacement Program. Council Member Anderson moved to approve the Vehicle Replacement Program as presented in the amount of \$923,135. Council Member Christianson seconded the motion.

Discussion included Finance Director Okins clarifying the only change was the two police vehicles that were removed to be included in a future budget. No other changes have been made since this was presented to Council in June. Finance Director Okins gave a brief review of the current vehicle replacement program.

Council Member Ahman asked if vehicles could be repaired to extend their usage with the City rather than purchasing new ones, in an attempt to save money. Council Member Anderson stated that we have a policy in effect and it is talked about each year if changes need to be made. Mayor Calvin stated that the mechanics go through each vehicle prior to it being replaced.

Council Member Anderson asked to pull the WTP Air Conveyance Trailer in the amount of \$185,000 to be discussed later.

Council Member Nelsen noted that the Replacement Program was last updated in April 2015, yet the crossouts were still there, and wondered if these changes are still pending approval. Mayor Calvin stated that these changes had been approved and these legislative changes should have been removed from the document.

Following discussion, the motion to approve the Vehicle Replacement Program, excluding the pulled item, carried.

Discussion continued on the WTP Air Conveyance Trailer. Public Works Director Christensen explained the need and purpose of the trailer and stated this is a trailer-mount system.

Council Member Anderson offered a motion to approve the WTP Air Conveyance Trailer. Council Member Christianson seconded the motion, which carried.

Item No. 3 Council Member Anderson called on Finance Director Okins to brief the Council on the Resolution. Finance Director Okins stated that due to the retirement of City Clerk-Treasurer Kevin Halliday, signatures for investment documents needed to be updated to authorize the Interim City Administrator, Finance Director and Accounting Supervisor to sign. Finance Director Okins stated that a minimum of two signatures are required on all documents.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS the City of Willmar desires to name the City Administrator, Finance Director and Accounting Supervisor as signatories for investment documents.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that the City Administrator, Finance Director and Accounting Supervisor be authorized to sign for investment documents.

Dated this 12th day of October, 2016.

/s/ Marv Calvin
Mayor

/s/ Judy Thompson
Attest: City Clerk

Item No. 4 Council Member Anderson called on Finance Director Okins to brief the Council on the Resolution. Finance Director Okins stated the improvements are to be paid from funds that are available in the Library Reserve Account. Council Member Fagerlie inquired about the remaining balance in the Reserve Account. Finance Director Okins stated there was a little over \$175,00 remaining in the account.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the roof and restroom repairs at the Willmar Public Library in the amount of \$7,542; and

BE IT FURTHER RESOLVED by the City Council of Willmar, Minnesota, that funds be appropriated from the Library Reserve Fund as follows:

INCREASE: 2016 Library Maintenance of Improvements	\$ 7,542
INCREASE: 2016 Transfers In-Library Reserve Fund	\$ 7,542

Dated this 12th day of October, 2016.

/s/ Marv Calvin
Mayor

/s/ Judy Thompson
Attest: City Clerk

Council Member Anderson announced the upcoming meeting dates for the Finance Committee: November 16, November 30 – Finalize items and Rice Hospital will be present, and December 5 - Truth and Taxation Hearing.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, which carried. The meeting adjourned at 6:16 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

